

**LOUISIANA DEPARTMENT OF HEALTH & HOSPITALS
OFFICE OF PUBLIC HEALTH
VITAL RECORDS REGISTRY
P.O. BOX 60630
NEW ORLEANS, LOUISIANA 70160**

SERVICE FEES

Vital Records Registry fees are set by statute and are subject to change during any Legislative Session. They are not subject to waiver. Most fees are enumerated in LSA - R.S. 40:40. In addition to the basic fees set by statute for certified copies of short-form birth certification cards and long-form birth certificates, \$5 and \$11 respectively, a charge of \$4 per document is collected for the Children's Trust Fund (LSA - R.S. 46:2401 et seq.). The final charge is \$9 for a short-form birth certification card and \$15 for a long-form birth certificate. Similarly, in addition to the fifteen (\$15) fee set in law for issuance of a New Orleans Marriage License, a charge of \$12.50 per license is collected for the Family Violence Fund (LSA - R.S. 46:2126A.). Hence, the final charge for a Marriage License purchased from the Vital Records Marriage Office is twenty-seven dollars and fifty cents.

A state charge of \$.50 (fifty cents) was added and must be paid for all mail or VitalChek orders beginning October 1, 2003.

Louisiana law specifically provides that in instances where a document order is placed but no record is on file, the fee shall be retained to cover the expense of the research [LSA R.S. 40:40(12)]. A full record search covers the year cited by the applicant and two years on either side of that date. It includes a review of electronic, microfilm and hardcopy indices, and a manual search of the original records. In practice, an electronic search can be conducted in a matter of seconds; however, a full record search often requires more than an hour of dedicated staff time.

Louisiana law specifically provides that a nonrefundable fee of eighteen dollars shall be charged for any correction of a vital event record except corrections that are initiated by the requestor within 90 days of the date the record is accepted for registration [LSA - R.S.40:40(10)]. The fee is due at the time the document alteration request is submitted. If the requestor abandons the case before the correction/alteration is completed or is unable to meet administrative or judicial document alteration requirements, the fee is retained to cover the cost of processing the case to that point. Inactive cases are purged after six (6) months.

Louisiana law provides for the use of vital records in public health research under LSA - R.S. 40:41D. Qualified and authorized researchers may obtain individual copies of vital records by meeting the specified research requirements and paying the usual statutory fees. Electronic files written to specification can be made available at a minimum cost of \$100 plus any additional costs incurred in preparing the file.

A copy of the current fee schedule is included in the packet.



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